



INTERNACIONAL STUDENT GUIDE

MASTER'S AND PHD PROGRAMS
2025/2

Dear candidate,

Welcome to the Federal University of Lavras (UFLA)!

The Office of International Relations (DRI) is pleased to welcome you and wishes you an enriching academic, personal, and cultural experience in Brazil. UFLA takes pride in its diversity and is committed to fostering a welcoming and inclusive environment for students of all nationalities. Get to know a bit about the institution you will be joining by watching our institutional video: available in [English](#), [Spanish](#), [French](#), and [Portuguese](#).

We have prepared this guide with essential information to help you plan your arrival and settle in Lavras and at UFLA. Inside, you will find detailed instructions about procedures, deadlines, required documents, responsibilities, and other important recommendations. For this reason, we strongly encourage you to read it carefully.

If you have any questions, please contact the Office of International Relations (DRI) at: dri@ufla.br.

See you soon!

THE DRI/UFLA TEAM

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01. ENROLLMENT

1.1 Enrollment Dates and Start of the Second Semester of 2025

- a) The enrollment period for **selected** candidates is from **July 14 to 28**. The enrollment period for **waitlisted** candidates (if called) is from **August 1 to 5**.
- b) **First phase of course enrollment** in SIGAA** – **August 9 to 13**.
- c) **Second phase of course enrollment** in SIGAA (adjustment period) – **August 16 to 20**.
- d) **Start** of the second academic term of 2025 (2025/2): **August 25, 2025**.



Access the academic calendar and schedule for UFLA's Stricto Sensu graduate programs at:
<https://prpg.ufla.br/calendario>

*** SIGAA - Integrated System for the Management of Academic Activities*

1.2 Required Documents for Enrollment

The list of required documents for enrollment is available on the website of the **Directorate of Academic Records and Control (DRCA)**, under the section “Stricto Sensu – Master’s & Doctorate – International Candidates.”

Access the document “**Regular Enrollment Instructions – Stricto Sensu 2025/2 – INTERNATIONAL CANDIDATES**” at: <https://drca.ufla.br/mestrado-e-doutorado/matriculas-strictosensu>.

Read all instructions carefully!

Stricto Sensu - Mestrado & Doutorado - Candidatos Estrangeiros	
Período Vigente: 2025/2	
• Instrução de Matrícula Regular Stricto Sensu - 2025/2 - CANDIDATOS ESTRANGEIROS	Novo!
• Graduate Program Enrollment Instructions - INTERNATIONAL APPLICANTS	Novo!
• Calendário Acadêmico PRPG	
• Perguntas Frequentes - Matrícula Pós-Graduação Stricto Sensu	Novo!
• FAQ - Graduate Program Enrollment	Novo!
• Edital de Resultado de Matrícula 2025/2 - ESTRANGEIROS - Primeiros convocados	Em breve!
• Edital de Resultado de Matrícula 2025/2 - ESTRANGEIROS - Suplentes	Em breve!

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1.3 Submission of Enrollment Documents

The submission of documents is **exclusively digital, via Google Form**, whose link is available in **item 2.2.1**, of the document **“Regular Enrollment Instructions – Stricto Sensu 2025/2 – INTERNATIONAL CANDIDATES”**:

2. DO ENVIO DA DOCUMENTAÇÃO

- 2.1. O envio de documentos pelos candidatos será **exclusivamente digital**.
- 2.2. O envio da documentação em formato PDF será via **Formulário Google**, dentro dos prazos de matrícula estabelecidos no item 3 destas Instruções
 - 2.2.1. O Formulário Google deverá ser acessado exclusivamente pelo endereço eletrônico <https://forms.gle/bRAu8Wur2QyzXzDx9>

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1.4 Enrollment Request

There are two types of enrollment applications:

a) **Enrollment application for candidates approved in the PRPG call**. This application must be generated by the candidate through the ***Integrated System for the Management of Academic Activities – SIGAA***. *See item 1.1 and ANNEX I of the enrollment instructions document.*

b) **Enrollment application for candidates approved through specific programs or selection processes** (e.g., GCUB-Mob, Program for the Selection of International Candidates...). This application must be requested from the DRI (dri@ufla.br). *See item 1.1.2 of the enrollment instructions document.*

1.5 Pending Enrollment Documents

If, at the time of enrollment, the candidate does not possess any of the documents listed in items 1.4.2, 1.4.3, 1.4.4, 1.4.5, 1.4.6.1, 1.4.6.2, 1.4.7.1 e 1.4.7.2, they will have until the end of the second semester of the program to regularize the pending documentation. **Failure to comply with this requirement will result in the cancellation of enrollment.** (See item 1.4.8 of the enrollment instructions document). The **enrollment application** and a copy of the **diploma from the most recently completed academic level must be submitted** at the time of enrollment.

The candidate must resolve any pending issues by the end of the second academic term of the program, under penalty of enrollment cancellation. In other words, candidates starting in 2025/2 will have until the end of 2026/1 to regularize their documentation.



Check the end date of each academic term
in the academic calendar at
(<https://prpg.ufla.br/calendario>).

1.6 Individual Taxpayer Registry (CPF)

The **Individual Taxpayer Registry (CPF)** is an essential document for enrollment. **Without it, candidates cannot access UFLA's institutional email or other systems, which prevents them from enrolling in courses through SIGAA.** Therefore, it is mandatory for all candidates to have this document.

It is also required to open a bank account in Brazil, to receive a scholarship, and to purchase a SIM card for mobile service.

It is possible to request a CPF (Cadastro de Pessoa Física) at the Brazilian consulate or embassy in your home country. We strongly recommend that candidates apply for the CPF while still in their country of origin, as the process can be more bureaucratic and time-consuming once in Brazil.

Instructions on how to request a CPF while still in your home country are available on the website:

<https://www.gov.br/pt-br/servicos/inscrever-no-cpf-no-exterior>

Check the information under: "Steps to complete this service" -> "Foreign nationals residing abroad."

^ O que é?

O Cadastro de Pessoas Físicas (CPF) é um banco de dados gerenciado pela Receita Federal do Brasil (RFB), que armazena informações cadastrais de contribuintes obrigados à inscrição no CPF ou de cidadãos que se inscreveram voluntariamente.

Para brasileiros residentes no exterior, não é necessário comparecer à Repartição Consular. O serviço de inscrição no CPF é prestado preferencialmente pelo e-mail da Receita Federal (cpf.residente.exterior@rfb.gov.br), exceto nos casos de registros de nascimento no exterior, quando a solicitação do CPF será feita concomitantemente ao registro consular.

Para estrangeiros residentes no exterior, a solicitação deve ser feita presencialmente em um posto da rede consular brasileira.

✓ Quem pode utilizar este serviço?

✓ Etapas para a realização deste serviço

✓ Outras Informações

2 Estrangeiros residentes no exterior

Para estrangeiros residentes no exterior, procure a repartição consular responsável pelo local de sua jurisdição (<https://www.gov.br/mre/pt-br/assuntos/portal-consular/reparticoes-consulares-do-brasil>) e agende o serviço de solicitação de CPF por meio do sistema e-consular do posto do consulado ou embaixada escolhida (<https://econsular.itamaraty.gov.br/>).

CANAIS DE PRESTAÇÃO

Web :

Para estrangeiros residentes no exterior, procure a repartição consular responsável pelo local de sua jurisdição (<https://www.gov.br/mre/pt-br/assuntos/portal-consular/reparticoes-consulares-do-brasil>) e agende o serviço de solicitação de CPF por meio do sistema e-consular do posto do consulado ou embaixada escolhida (<https://econsular.itamaraty.gov.br/>).

DOCUMENTAÇÃO

Documentação em comum para todos os casos

- [ECPF](#) preenchida e assinada;
- Documento de identificação;
- Certidão de nascimento ou de casamento;

TEMPO DE DURAÇÃO DA ETAPA

Não estimado ainda

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1.7 Diploma Legalization and Apostille

If the candidate completed their undergraduate studies (*for master's applicants, see item 1.4.6.1*) or their master's degree (*for doctoral applicants, see item 1.4.7.1*) **abroad**, they must submit a complete, legible, **legalized or apostilled copy** of the diploma or certificate of completion.

If the country that issued the diploma **is a member** of the **Hague Apostille Convention**, the candidate may have the document apostilled. The list of signatory countries is available at: <https://www.cnj.jus.br/poder-judiciario/relacoes-internacionais/apostila-da-haia/paises-signatarios/>

Examples of Apostille Certificates:



If the country that issued the diploma is **NOT** a member of the **Hague Apostille Convention**, you must go through the **legalization process** at a **Brazilian consulate or embassy**. Be sure to check with the consulate or embassy for the preliminary steps required for them to legalize the document.

Exemplos de legalização:





Many candidates arrive in Brazil without having completed the full legalization process. Legalization must be carried out by the Brazilian consulate or embassy in your country of origin. Therefore, coming to Brazil without completing this procedure makes it more difficult to resolve enrollment-related documentation issues.

1.8 Sworn Translation

The translation of the diploma or certificate must be **sworn**, it must be carried out by a certified sworn translator. **It is not necessary to translate the apostille attached to the documents.**

In Brazil, in the state of Minas Gerais, it is possible to find contact information for sworn translators on the JUCEMG website:

<https://jucemg.mg.gov.br/pagina/37/lista-dos-tradutores-publicos-e-interpretres-comerciais>

02. PRE-DEPARTURE

2.1 Visa

The candidate must contact the nearest Brazilian consulate to receive guidance on the appropriate type of visa for their arrival and stay in Brazil. In general, candidates apply for a student visa (VITEM IV). In some cases, candidates may be eligible for other types of visas that permit study activities, such as the MERCOSUL visa. However, it is always important to verify whether there are any restrictions regarding scholarship implementation or limitations based on the form of admission.

To find out which documents are required for the visa application, the candidate must contact the Brazilian consulate in their country of origin.

The letter of acceptance required for the visa application is issued by the **Office of Graduate Studies - PRPG**. A coordenação do programa de pós-graduação no qual o candidato foi aprovado deverá enviar o pedido de emissão da carta diretamente à pró-reitoria.

2.2 Health Insurance

The DRI recommends that all students purchase health insurance with a one-year validity and renew it annually until the end of their studies. The insurance policy must include comprehensive medical, laboratory, and hospital coverage, and it should also cover funeral repatriation and the accompaniment of at least one family member in the event of serious incidents. The policy must be valid throughout Brazilian territory for the entire duration of the student's academic program.

Students who do not present proof of health insurance coverage must fill out and sign a liability waiver. It is important to note that, for students admitted through the GCUB-Mob program, health insurance is mandatory, and therefore the waiver will not be accepted under any circumstances.

2.3 Documents the applicant must submit to the DRI before traveling to Brazil

Candidates must submit the following documents to **prior to traveling to Brazil:**

- 1 copy of the visa;
- 1 copy of the passport, all used pages;
- 1 copy of the Cadastro de Pessoa Física (CPF – Brazilian Individual Taxpayer Registry);
- 1 copy of the airline ticket;
- 1 copy of the health insurance policy;
- Health insurance liability form duly completed and signed. **The form template must be requested from dri@ufla.br.** (This form is mandatory for all individuals who do not present a health insurance policy. For students admitted through GCUB-Mob, health insurance is MANDATORY, and this form will not be accepted).

Those who are already in Brazil must also send the documentation to DRI, except for the copy of the airline ticket.

As soon as they arrive in the country, the student must send to DRI a copy of the passport page containing the entry stamp for Brazil.

03. ARRIVAL IN BRAZIL

3.1 How to get to Lavras (MG)

The student has three airport options: Guarulhos International Airport, Tancredo Neves International Airport, and Tom Jobim International Airport, which are located respectively in the cities of Guarulhos (SP), Belo Horizonte (MG), and Rio de Janeiro (RJ).

The distance from Belo Horizonte to Lavras is shorter than from Rio de Janeiro to Lavras. In addition, bus options from Rio de Janeiro to Lavras are more limited. Furthermore, ticket prices and travel time from Belo Horizonte are usually more advantageous.

The student should consider the overall cost-benefit (flight + ground transportation) when choosing the arrival airport.


a) Guarulhos International Airport (Guarulhos, SP)


Arrival in Brazil

1. Guarulhos International Airport (GRU) – São Paulo

 Location: Guarulhos, SP


2. Transportation to Tietê Bus Terminal

 Purchase bus ticket: "Airport Bus Service"


 www.airportbusservice.com.br

 Average ticket price: R\$41.50 (please check the company's website for updated prices)

3. Route: São Paulo (Tietê) → Lavras, MG

 Purchase a ticket from the company Guanabara

 www.expressoguanabara.com.br

 Average ticket price: between R\$85.00 and R\$200.00 (please check the company's website for updated prices)


4. Arrival at the destination

Lavras, Minas Gerais


b) Tancredo Neves Internacional Airport (Confins, MG)

Arrival in Brazil

1. Tancredo Neves International Airport (CNF) – Confins, MG

 Location: Confins, MG

2. Transportation to Belo Horizonte Bus Station

 Purchase a bus ticket for the “Conexão Aeroporto” service


 www.conexaoaeroporto.com.br

 Average ticket price: R\$20.90 (please check the company's website for updated prices)

3. Route: Belo Horizonte (Bus Station) → Lavras, MG

 Buy a ticket from the company Saritur

 <https://www.saritur.com.br/>

 Average ticket price: R\$70.00 to R\$100.00 (please check the company's website for updated prices)

Arrival at the destination

Lavras, Minas Gerais

c) Tom Jobim Internacional Airport (Rio de Janeiro, RJ)

Arrival in Brazil


1. Tom Jobim Internacional Airport – Galeão (GIG) – Rio de Janeiro

 Location: Rio de Janeiro, RJ


2. Transportation to Novo Rio Bus Station

 Take an executive bus to the Novo Rio Bus Station


 Check with the airport information desks for the available options

 Average ticket price: R\$ 20.00 (to be confirmed at the location).

3. Route: Rio de Janeiro (Novo Rio) → Lavras, MG

 Purchase a ticket from the company Guanabara

 www.expressoguanabara.com.br

 Average ticket price: R\$180.00 to R\$250.00 (please check the company's website for updated prices)

4. Arrival at the destination

Lavras, Minas Gerais

3.1.1 Currency Exchange

There are no currency exchange offices in the city of Lavras. Therefore, we strongly recommend that students who need to convert their currency into Brazilian reais (R\$), **do so upon arrival at the airport.**

3.1.2 Urban Mobility apps in Lavras (MG)

In Lavras, there are several ride-hailing apps that make getting around the city easier. Here are some of the available options:

- 123 Car
- Bora Lá?
- Rolê
- Tlx Mobilidade Urbana
- InDrive
- YouCar
- Garupa

Tips:

- Download the apps before arriving in Lavras.
- Most drivers accept payment in cash, by card, or via Pix.
- Always check the driver's and vehicle's details in the app before getting in.
- The apps are available for both Android and iOS.

These options make getting around Lavras safer, more convenient and affordable.

3.2 Housing

A student can look for housing in a house or a shared apartment with other students. These vacancies are usually advertised in WhatsApp or Facebook groups.

- **WhatsApp Groups:**

Link to a WhatsApp group with housing opportunities for graduate students:

<https://chat.whatsapp.com/HrWy9qSPkf2JvOZdePBwi5>

Link to a WhatsApp group with housing opportunities:

<https://chat.whatsapp.com/BJ57h64vYHk6ZOo4xc82jn>

- **Facebook Groups:**

Housing Opportunities in Shared Houses and Apartments – Lavras:

<https://www.facebook.com/groups/265045030271965/>

Housing Opportunities in Shared Student Houses – UFLA – Lavras:

<https://www.facebook.com/groups/327234433976614/>

Shared Housing Opportunities 2023 – UFLA

<https://www.facebook.com/groups/340306712824034/>

Housing Opportunities in Shared Houses and Apartments – Lavras

<https://www.facebook.com/groups/265045030271965/?ref=share&mibextid=NSMWBT>

Shared Housing Opportunities – Lavras - 2025

<https://www.facebook.com/groups/284470179082192/?ref=share&mibextid=NSMWBT>

Shared Housing Opportunities - Lavras - UFLA

<https://www.facebook.com/groups/399291987074499/?ref=share&mibextid=NSMWBT>

- **UFLA Bulletin Board Website:**

<https://www.muralufla.com.br/>

- **Airbnb:**

<https://www.airbnb.com.br/>

• Guesthouses

They are usually places with furnished rooms for rent. In addition to housing, some also include other services such as meals, cleaning, and more.

NAME	E-MAIL	PHONE NUMBER	WEBSITE
Edifício Maculan	contato@edificiomaculan.com.br	+55 35 99826-1676	http://www.edificiomaculan.com.br/site/
Pensionato Estudantil Dona Cida	d-cida@bol.com.br	+55 35 99747-0634	https://pensionatoestudantil.wordpress.com/
Pensão NaMaria	anna_marya14@hotmail.com	+55 35 99239-5531	https://namaria.negocio.site/
Pensão Casa do Estudante	melissamandatti2@gmail.com	+55 35 99187-0126	http://www.pensaoestudante.com/
Alpha Omega	consul.alphaomega@gmail.com	+55 35 98876-4862	

• Hotels

The student may choose to stay temporarily in a hotel and look for housing upon arrival in Lavras.

NAME	PHONE NUMBER	MEDIA
Tropical Palace Hotel	+55(35) 3821-8868 / +55(35) 988475368	Instagram - @tropicalpalacehotel E-mail: tropicalpalacehoteltda@hotmail.com
Hotel Ouro Lavras	+55(35) 3822-8300	Instagram - @hotelourolavras E-mail: reservas@hotelourolavras.com.br
Lavras Apart Hotel	+55(35)3821-1413	Instagram - @lavrasapart
Vitória Palace Hotel	+55(35)99937-9866	Instagram - @vitoriapalace.hotel Site - https://vitoriapalace.com.br/
Serema Palace Hotel	+55(35)3829-8350	Instagram - @seremapalacehotel E-mail : serema@seremapalacehotel.com.br
Cama & Café Hotel	+55 (35) 3822-5789 +55(35)98808-5789	Instagram - @camaecafehostel E-mail: camaecafehotel@gmail.com .
Mazza Hotel	+55(35)3821-7366	Instagram - @mazzahotel
Hotel Califórnia	+55(35) 3821-6009	Instagram - @hotelcalifornia20
Pousada Natureza		Instagram - @pousadanatureza Site : https://reservas.pousadanatureza.com.br/
Minas Hotel	+55(35) 3821-5511	Instagram - @minashotellavras Site : https://www.minashotellavras.com.br

- **Real Estate Agencies**

NAME	WEBSITE
Santa Cecília Imóveis	https://santaceciliaimoveislavras.com.br/home/index
Ticle Imóveis	https://www.ticleimoveis.com.br/index
Nilson Imóveis	https://nilsonimoveis.com/
Arca Imóveis	https://www.arcaimoveis.com.br/
Suli Imóveis	https://www.suliimoveis.com.br/
Líder Imobiliária	https://www.liderimobiliarialavras.com.br/
Inovar Imobiliária	https://inovarlavras.com.br/
Lavras Imóveis	https://www.lavrasimoveismg.com.br/
Imobiliaria Express	https://www.imobiliariaexpress.net.br/
Imobiliária Burgarelli Imóveis	https://www.burgarelliimoveis.com.br/
Imobiliária Habitar	https://habitarlavras.com.br/

- **Host Family**

The “Host Family” program is a housing registry initiative created by the Office of International Relations (DRI) at UFLA, aimed at helping international students find comfortable and safe accommodation options where they can experience Brazilian culture, making their adaptation to our country easier. If you are interested in accessing the program’s database, please send an email to: dri@ufla.br.



04. MIGRATION REGULARIZATION AND ACCESS TO SERVICES

4.1 National Migration Registration Card (CRNM)

The National Migration Registration Card (CRNM) is obtained after the visa is registered with the Federal Police. This procedure is carried out only once the student is in Brazil.

If the applicant is in their home country during the enrollment period and does not yet have the CRNM, they may present a simple copy of their Birth or Marriage Certificate at the time of enrollment (see item 1.4.5.1).

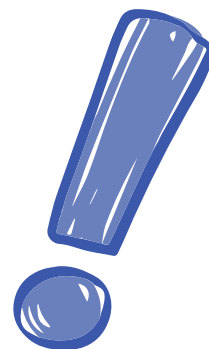
After entering the country, the student will have up to 90 days to register with the Federal Police (PF) in the city of Varginha (MG), which is approximately 106 km from Lavras (MG).

The student will spend an average of R\$325.00 (three hundred twenty-five reais) on the registration process (R\$204.77 for the fee + R\$120.00 for round-trip bus transportation from Lavras to Varginha and back).



It is mandatory to bring the original Visa Application Form (FPV) for registration. Make sure that your name and your parents' names are spelled exactly as they appear on your birth certificate. If the FPV contains any errors and the student is already in Brazil, they must request a correction at Ereminas in Belo Horizonte/MG (<https://www.gov.br/mre/pt-br/ereminas#formulario>) before going to the Federal Police in Varginha (MG). This may result in travel expenses and delays.

We recommend that the applicant schedule an appointment for registration at the Federal Police office in Varginha, MG, as soon as the visa is issued. For guidance, contact DRI by email: dri@ufla.br.



After registering with the Federal Police and obtaining the CRNM, the student must renew it—usually every year—until the end of their studies. The renewal must be completed before the CRNM expires. **Therefore, it is important to schedule the renewal appointment in advance (4 to 5 months before the expiration date)**, especially during this period of high demand for appointments..

For students who are not awarded scholarships from Brazilian funding agencies:



To renew the CRNM, the Federal Police requires **proof of means of subsistence**, that is, proof that you are financially able to support yourself in Brazil. If this **proof is issued in your home country**, it is important to check the legalization and translation requirements so that the document will be accepted by the Federal Police. Therefore, the student **must obtain the document in accordance with the legalization (or apostille) and translation rules**, before traveling to Brazil, to avoid problems when it is time to renew the CRNM.

4.2 National Health Card - CNS

The National Health Card (CNS) is the identification document for users of Brazil's Public Health System (SUS).

The card enables access to the public healthcare system and the National Immunization Program —vaccinations— through SUS in an efficient and free manner.

How to obtain the National Health Card?

The request must be made at the Municipal Health Department of Lavras-MG. ([Click here to access the location](#)).

Required Documents:

- Copy of proof of residence
- Copy of CPF (Individual Taxpayer Registry)

Access the guide with useful information about SUS health services in Lavras: [click here](#)

4.3 Internal and External Transportation

The "Mamute" is **UFLA's free internal transportation service**, designed to facilitate mobility for students, staff, and other members of the university community within the campus.

Check the card below for the updated operating hours of the "Mamute" and better plan your movements during your academic routine.

Please note that any schedule changes can be monitored on [UFLA's official website](#).



UFLA students can use the external public transportation service, operated by the company Autotrans, with a 50% discount on the fare, paying R\$2.50 per trip.

To obtain the discount, the student must go to the Autotrans Company service desk at UFLA or the Autotrans store downtown, bringing the following documents:

- Certificate of Enrollment;
- Proof of Residence;
- Copy of Passport.

After submitting the documents, the student bus card will be issued.

The following bus lines pass through UFLA:

Bus line 06 – Centro/UFLA

Bus line 12 – Novo Horizonte/UFLA

Bus line 16 – Rio Bonito/UFLA

Bus Schedules:

The schedules can be consulted in one of both ways:

Autotrans official website: <https://www.autotransnet.com.br>

"Meu Buse" app (**available only for Android smartphones**)

More Information:

For questions or more information, please contact Autotrans:

☎ (35) 3821-6344

4.4 Institutional Identification Card

The Institutional Identification Card of the Federal University of Lavras (UFLA) is an official document that identifies staff, students, and third parties affiliated with the institution. In addition to serving as proof of affiliation with the university, the card grants access to various services and benefits on campus, such as libraries, university restaurants, and laboratories.

To request the institutional ID card, you must express your interest through the [SIG-UFLA](#) system. Click [here](#) to access the tutorial for the application process.

You must check the updates on SIG to find out whether your card has been issued and where to pick it up.

4.5 Opening a Bank Account

To open an account at Banco do Brasil, the student must go to the bank branch located on the UFLA campus (location: <https://goo.gl/maps/71HDHY9kSParUYvo9> / business hours: 10:00 a.m. to 3:00 p.m.), bringing the following documents (both copies and originals):

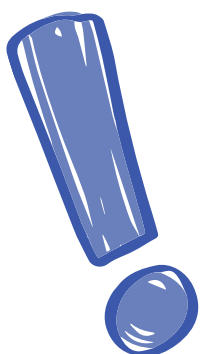
- CPF (Individual Taxpayer Registry)
- Visa application form (in case you do not have the protocol or national migration registration card)
- Passport, identification pages, visa, and entry stamp for Brazil.
- Proof of enrollment (generate the enrollment verification and certificate of enrollment in SIGAA, the latter if it is already available for download in the system)
- Proof of address*** (if the proof is in someone else's name, you must bring a scanned copy of the residence document, along with a scanned copy of the account holder's ID – front and back – and a signed declaration from the account holder, as stated on their ID, confirming that you live with them).
- The bank will request your phone number and email address, as well as the phone number and full name of a contact person in Brazil. Therefore, make sure to bring this information with you.

***Accepted proof of address:

-The following are accepted as proof of residential address, provided they were issued (even online) or mailed within the last 90 days, and are in the name of the client or a family member—if the relationship can be proven (e.g., birth or marriage certificate, ID document): water, electricity, telephone, gas, internet, or cable TV bills;

-The following documents are also accepted, provided they were issued or mailed within the last 90 days: water, electricity, telephone, gas, or cable TV bills; lease agreements; rent receipts; or condominium fee receipts in the name of a third party. These must be accompanied by a signed declaration from the document holder confirming that the client resides at the address, with the signature either notarized at a notary office or verified by the bank itself. It is mandatory to present the original ID of the third-party declarant (the original if the bank will verify the signature, or a legible copy if the signature is notarized).

***Check with the bank to confirm whether notarization of the signature is required.



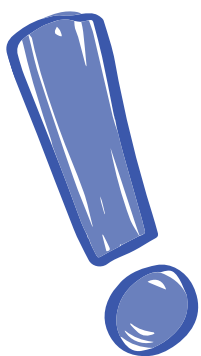
If the student does not have the protocol or the CRNM at the time of opening the bank account, they must present it to the bank as soon as the registration with the Federal Police is completed.

4.6 Socioeconomic Assessment

The Socioeconomic Assessment (ASE) is carried out by the Office of Student Support and Retention (PRAPE) and aims to identify undergraduate and graduate students at UFLA who are eligible for priority access to student assistance. This way, students can benefit from programs designed to support their continued enrollment at the university.

Students classified by PRAPE as being in a situation of socioeconomic vulnerability are entitled to exemption from the university restaurant (RU) fee and may apply for reserved spots in institutional scholarships, when calls for applications are open.

The list of required documents for the socioeconomic assessment and information about the evaluation process can be found in Normative Instruction PRAEC No. 4, dated May 3, 2023, available at the following link: https://praec.ufla.br/images/site-pib-ufla/2023/05/SEI_0051920_Instrucao_Normativa_4.pdf



International students enrolled in on-campus graduate programs who are interested in undergoing a socioeconomic assessment for priority access to student assistance must contact the Office of International Relations (DRI) to request detailed guidance. We recommend that students begin organizing the required documents before traveling to Brazil to facilitate the assessment process.

05. SCHOLARSHIPS

5.1 Scholarship Implementation

Students awarded a postgraduate scholarship must contact the Integrated Secretariat (SI) (contact information available in Annex I) to find out the deadline for implementing the scholarship and which documents are required. This will allow the student to plan the best date to come to Brazil and complete all the necessary procedures.

To implement the scholarship, the student must have a bank account at Banco do Brasil. Before opening the account, the student must be registered with the Federal Police, have a fixed residence in Brazil, a CPF (Individual Taxpayer Registry), and be officially enrolled. Therefore, it is important that the scholarship recipient arrives in Lavras (MG) in advance

It is not possible to open a Brazilian bank account while still in your home country.

The instructions for opening a bank account are in section 4.5 of this Guide.



06. CULTURAL, ACADEMIC AND LINGUISTIC INTEGRATION

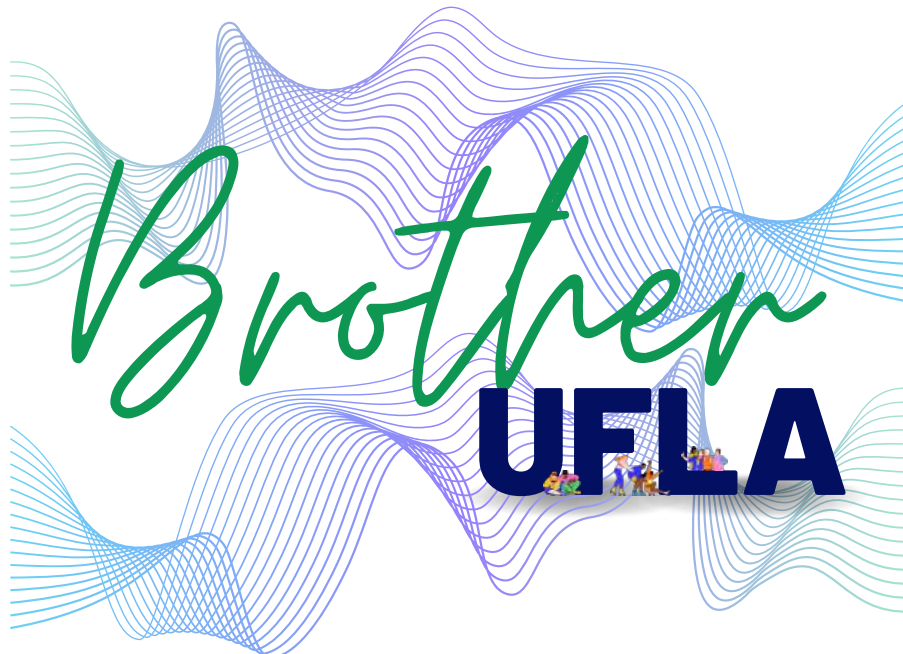
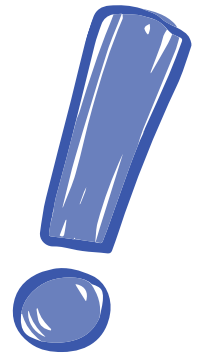
6.1 Brother UFLA

Brother UFLA is a volunteer program created by the International Relations Office (DRI) at UFLA to help integrate international students into the community and offer UFLA undergraduate students the opportunity to gain international experience without leaving the country.

The Brother UFLA student will support the international student during their adaptation period. They may assist by answering questions about documents, UFLA, the city of Lavras/MG, and other topics—such as helping the international student strengthen their Portuguese language skills and learn more about the language.

It's important to note that this is a volunteer program, and the Brother will assist the international student according to their availability.

If you are interested in having a Brother UFLA, send an email to mobilidade.dri@ufla.br, with a copy to dri@ufla.br, using the subject line "Expression of Interest – Brother UFLA Program".



6.2 I've arrived at UFLA

“**I’ve arrived at UFLA**” is one of the features of the @internacionalizafla.

In this feature, students who have just arrived at UFLA have the opportunity to introduce themselves to the university community by sharing their story, background, and the goals that brought them here. The information will be shared on the @internacionalizafla and/or in the Internationalization Bulletin.

To participate, interested students must fill out the form at:

<https://forms.gle/2zYgzpLRdqk2y3hd6>

Students are also invited to take part in other features of @internacionalizafla throughout their stay at UFLA.



Life on Campus

What about sharing your personal connection with the university?

Send a photo of yourself to DRI taken in a spot on campus that represents your life here and explain why you chose it. We want to know the feelings UFLA brings to you!



End of a Journey

This space is dedicated to reflecting on the challenges and achievements of your journey here at UFLA. Share your accomplishments and what you've learned!



6.3 Portuguese Courses

In the second academic semester of 2025 (2025/2), the following in-person Portuguese as a Foreign Language (PLE) course is scheduled:

- **PPGL 522 - Portuguese as a Foreign Language 2**

Prerequisite: Completion of PPGL 521 and PPGL 520, or proof of at least 120 hours of PLE coursework, or passing the placement test.

Start Date: August 28, 2025.

Day/Time: Thursdays, from 2:00 PM to 6:00 PM, on the second floor of the Language Center.

Enrollment: Request enrollment through SIGAA during the course registration period, according to the academic calendar (<https://prpg.ufla.br/calendario>): 1st Phase: August 9 to 13, 2025.

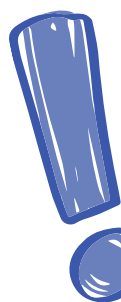
- **PPGL 523 - Portuguese as a Foreign Language 3**

Prerequisite: Completion of PPGL 520, PPGL 521, and PPGL 522 at UFLA, or presentation of a Portuguese course certificate with at least 180 hours.

Start Date: August 29, 2025.

Day/Time: Fridays, from 2:00 PM to 6:00 PM, on the second floor of the Language Center.

Enrollment: Request enrollment through SIGAA during the course registration period, according to the academic calendar (<https://prpg.ufla.br/calendario>): 1st Phase: August 9 to 13, 2025.

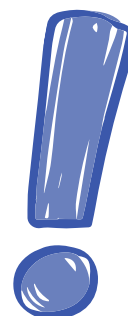


Placement tests must be requested by email to debora.soares@ufla.br by July 14, 2025, with the subject line: NIVELAMENTO PLE

The courses PPGL 522 and 523 are taught in Portuguese!

Incoming students who have never taken a Portuguese course should not request a placement test! They must wait for the offering of the Portuguese 1 course.

In addition to the regular courses, a Portuguese 1 course (60 hours) is planned, as well as a Portuguese course mediated in English for speakers of distant languages, which will be a continuation of a course already in progress. More information will be provided by the International Relations Office (DRI) at a later date.



07. GENERAL INFORMATION

If you're interested in joining the UFPA international student WhatsApp group:
<https://chat.whatsapp.com/JaOXQnVyEY86yacbYx9fkh>

Follow the Instagram account @internacionalizaufpa to stay up to date with internationalization news!

**In case of questions, contact the International Relations Office (DRI) by email at
dri@ufpa.br**

ANNEX I

SECTOR	ABBREVIATION	E-MAIL
International Relations Office	DRI	dri@ufla.br
Graduate Studies Office	PRPG	prpg.prpg@ufla.br
Graduate Academic Records Office / Office of Academic Records and Control	SRPG / DRCA	pos.drca@ufla.br
<p>Integrated Secretariat / School of Agricultural Sciences</p> <p>Supports the following Graduate Programs:</p> <ul style="list-style-type: none"> • <u>Ciência do Solo (M e D)</u> • <u>Ciência dos Alimentos (M e D)</u> • <u>Ciência e Tecnologia da Madeira (M e D)</u> • <u>Engenharia de Alimentos (M)</u> • <u>Engenharia de Biomateriais (M e D)</u> • <u>Engenharia Florestal (M e D)</u> • <u>Entomologia (M e D)</u> • <u>Fitopatologia (M e D)</u> • <u>Fitotecnia (M e D)</u> • <u>Plantas Medicinais Aromáticas e Condimentares (M e D)</u> 	SI / ESAL	pg.esal@ufla.br
<p>Integrated Secretariat / School of Engineering</p> <p>Supports the following graduate programs:</p> <ul style="list-style-type: none"> • <u>Engenharia Agrícola (M e D)</u> • <u>Engenharia Ambiental (M)</u> • <u>Engenharia de Sistemas e Automação (M)</u> • <u>Recursos Hídricos (M e D)</u> • <u>Tecnologias e Inovações Ambientais (MP)</u> 	SI / EENG	posgraduacao.eeng@ufla.br

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SETOR	SIGLA	E-MAIL
<p>Integrated Secretariat / School of Animal Science and Veterinary Medicine</p> <p>Supports the following graduate programs:</p> <ul style="list-style-type: none"> • <u>Ciência e Tecnologia da Produção Animal (MP)</u> • <u>Ciências Veterinárias (M e D)</u> • <u>Zootecnia (M e D)</u> 	SI / FZMV	secintegrada.fzmv@ufla.br
<p>Integrated Secretariat / School of Health Sciences</p> <p>Supports the following graduate programs:</p> <ul style="list-style-type: none"> • <u>Ciência da Saúde (M)</u> • <u>Nutrição e Saúde (M)</u> 	SI / FCS	posgraduacao.fcs@ufla.br
<p>Integrated Secretariat / School of Philosophy, Humanities, Education, and Languages</p> <p>Supports the following graduate programs:</p> <ul style="list-style-type: none"> • <u>Educação (MP)</u> • <u>Filosofia (M)</u> • <u>Letras (M)</u> 	SI / FAELCH	posgrad.faelch@ufla.br
<p>Integrated Secretariat / School of Applied Social Sciences</p> <p>Supports the following graduate programs:</p> <ul style="list-style-type: none"> • <u>Administração (M)</u> • <u>Administração Pública (MP)</u> • <u>Desenvolvimento Sustentável e Extensão (MP)</u> 	SI / FCSA	si.fcsa@ufla.br

ANNEX I

SETOR	SIGLA	E-MAIL
<p>Integrated Secretariat / Institute of Exact and Technological Sciences</p> <p>Supports the following graduate programs:</p> <ul style="list-style-type: none"> • <u>Ciência da Computação (M)</u> • <u>Ensino de Ciências e Educação Matemática (MP)</u> • <u>Ensino de Física (MP)</u> • <u>Estatística e Experimentação Agropecuária (M e D)</u> • <u>Matemática em Rede Nacional - ProfMat (MP)</u> 	SI / ICET	posgrad_si.icet@ufla.br
<p>Integrated Secretariat / Institute of Natural Sciences</p> <p>Supports the following graduate programs:</p> <ul style="list-style-type: none"> • <u>Agroquímica (M e D)</u> • <u>Biotecnologia Vegetal (M e D)</u> • <u>Botânica Aplicada (M e D)</u> • <u>Ecologia Aplicada (M e D)</u> • <u>Educação Científica e Ambiental (M)</u> • <u>Física (M)</u> • <u>Física em Associação Ampla (M)</u> • <u>Fisiologia Vegetal (M e D)</u> • <u>Genética e Melhoramento de Plantas (M e D)</u> • <u>Genética e Melhoramento de Plantas (MP)</u> • <u>Microbiologia Agrícola (M e D)</u> • <u>Multicêntrico em Química de Minas Gerais (M e D)</u> 	ICN	pg.icn@ufla.br

CHECKLIST



- ☐ Reception of students (if applicable)
- ☐ Federal Police Scheduling;
- ☐ Pending issues regarding enrollment (CPF, passport page with entry stamp...);
- ☐ Enrollment in subjects;
- ☐ Enrollment in the course of Portuguese as a foreign language - PLE (if the case);
- ☐ Request for the institutional card;
- ☐ Opening of an account in a Brazilian bank;
- ☐ Submission of documents for scholarship implementation (if applicable);
- ☐ Bus card request;
- ☐ Request for the National Health Card - CNS;
- ☐ Health insurance; (if you don't have one, sign a term);
- ☐ Socioeconomic assessment (if applicable);
- ☐ I arrived at UFPA.
- ☐ Sending the protocol issued by the Federal Police to the DRI;
- ☐ Brother UFPA. Have one, be one.
- ☐ Take part in "I arrived at UFPA".

